DEADLINE: September 6, 2016 no later than 12pm

BACKGROUND

Since 2006, Shape Up San Francisco has been a driving force to prevent chronic disease through programs, policies, systems, and environmental changes in populations that experience the greatest health disparities. Shape Up SF brings together a diverse coalition of partners including public agencies, schools, community-based organizations, employers, local businesses, faith-based organizations, health care providers – committed to collectively working to prevent chronic diseases like type 2 diabetes and heart disease.

Vision: All San Franciscans have access to healthy eating & active living where they live, work, learn & play.

Mission: To convene partners for greater collective impact in order to create equitable and sustainable environments, systems and policies that promote healthy eating & active living across the lifespan in San Francisco.

Values: Prevention, Social Justice, Diversity

Priorities:

1. Increasing access to healthy food
2. Increasing opportunities for physical activity
3. Decreasing consumption of sugary drinks

This October, we will be celebrating a decade of work in chronic disease prevention. We are working to activate “Chronic Disease Prevention Week in San Francisco” that will take place October 10-16, 2016.

FUND OVERVIEW & ELIGIBILITY

The San Francisco Public Health Foundation, in partnership with Shape Up SF, is accepting applications for small events/activities that meaningfully and creatively engage community residents in one or more of our priority areas. Funding priority will be given to activities that benefit communities experiencing the greatest health disparities in San Francisco. The event must take place during Chronic Disease Prevention week October 10-16, 2016. Micro-grants will be from $500-1500. Organizations that independently apply for a micro-grant can receive $500. Groups or organizations that collaborate can apply for $1000-1500. Shape Up SF encourages groups to collaborate to increase collective impact.

In order to apply for Shape Up SF Micro-grant, projects must:

* Be based in San Francisco and have a history of working on healthy eating and active living.
* Be sponsored by an organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code.
* Have a clear plan for outreach to recruit residents and community members to participate, with a focus on communities

most impacted by chronic conditions.

* Work with Shape Up SF to promote the project as part of Chronic Disease Prevention Week.
* Take place in San Francisco during the week of October 10-16, 2016.
* Track the event/activity through our collective impact evaluation surveys.

**APPLICATION INSTRUCTIONS:**

The SUSF Micro-grant application requires a cover sheet, narrative, and budget. Please read the application instructions carefully, do not exceed the page limit, and fill out all forms completely.

All applications must be submitted no later than September 6, 2016 no later than 12pm

1. **CHECKLIST AND INSTRUCTIONS:** 
   * **Standard Application Cover Sheet**
   * **Narrative**: Use questions attached and adhere to page limits.
   * **Project Budget:** See guidelines attached.
   * If you are using a fiscal sponsor, please provide a letter from the sponsor stating that it agrees to act as your fiscal sponsor and approves your application.
2. **FORMATTING & SUBMISSION:**

Completed applications must be submitted electronically (by email) to [marianne.szeto@sfdph.org](mailto:marianne.szeto@sfdph.org) with subject Line **“SUSF Chronic Disease Prevention Week Micro-Grant - (organization name)”**.

**Please attach all documents in a single email.** The preferred format is PDF; if possible, please submit all documents in a single PDF.

Please contact us for any questions and support needed for your application. You will receive confirmation that your application has been received within 2 business days.

Email [marianne.szeto@sfdph.org](mailto:marianne.szeto@sfdph.org) or call 415.581.2430 with any questions.

We expect to inform those selected by September 23, 2016.

**SUSF CHRONIC DISEASE PREVENTION WEEK   
MICRO-GRANT COVER LETTER**

1 page limit Date of application:

|  |  |  |
| --- | --- | --- |
| Organization name: | | |
| Address/City/State/Zip: | | |
| Telephone Number: | | Fax number: |
| Email address: | | Website: |
| Contact person and title: | | |
| Organization’s or Fiscal Sponsor Organization’s EIN: | | |
| Project title: | | Amount requested: |
| Indicate which SUSF priority this project addresses: (check all that apply)   * Access to healthy food * Opportunities for physical activity * Decreasing sugary drink consumption/increasing tap water consumption | | |
| Summarize the organization’s mission: | | |
| Summarize the proposed project: | | |
| Fiscal Sponsor Organization Name (if applicable): | | |
| Fiscal Sponsor Contact Person: | | |
| Telephone: | | |
| Address/City/State/Zip: | | |
| Email address: |  | |

**NARRATIVE QUESTIONS**

You must include the following information in your narrative. Be as specific as possible when responding to each of the bulleted items. **Please limit your answers to 3 pages with 12 pt font and 1 inch margines.**

1. **Introduction:** Describe your organization’s mission, history and major accomplishments with regards to Healthy Eating and Active Living in San Francisco. Who are the key leaders/coordinators for the proposed project and what experience will they bring to the program? Briefly describe your history partnering with Shape Up SF.
2. **Community Health Impact and Relevance:** What is the healthy eating, active living issue that you are trying to address and how do you know it is an issue in this community? How will you outreach to residents? Who will benefit from your project? Who in the community do you hope to work with? How will the community as a whole benefit from your project? How will you evaluate your impact?
3. **Project Goals and Activities:** Describe your proposed project. What are the goals of your project and what do you hope to accomplish? How will your activities accomplish your goal(s)? Utilize the acronym SMART to help you draw out your goals and activities.

**SMART = Specific, Measurable, Achievable, Relevant, Time-Bound**

An example of a SMART Goal would be: “By June 2014, 500 Bayview residents will engage in increased physical activity because of a new walking path at Bayview Park that has been installed and success measured by observation and surveys.”

**BUDGET**

Please create a budget with justification to provide detailed breakdown of your funding requests. The worksheets break down your funding request into the following categories:

* + ***Wages:*** stipends or pay given to project leaders/involved in the planning and implementation of the project
  + ***Materials and Supplies:*** items needed to complete your project such as office supplies, decorations, equipment, copies of flyers and handouts
  + ***Facilities:***rental fee for venue or space used to hold meetings, events
  + ***Honorarium:*** Fee paid for something done professionally as a service that your team cannot provide such as: speaker, performer, etc.
  + ***Other:*** all other costs including food, transportation, incentives

**Please note any funding for the project that will come from other sources.**